

AHA Board Meeting
Public Participation Guidelines during ZOOM Meetings
Effective April 1, 2022

In an effort to conduct the business of the AHA and to maintain an orderly meeting in compliance with the open meeting laws, the following guidelines must be adhered to:

LTO Tenant Presidents – Presidents will be recognized by the chair at the designed time period in the agenda.

LTO President reports should be specific to your facility and the tenants residing in your facility. The purpose of your report is to update the Board on the past, present and future social activities conducted or scheduled in your facility. Your report should not include any physical plant, construction, planned construction or other maintenance issues; unless they are emergent in nature.

All physical plant and maintenance issues must be reported at the monthly maintenance meetings scheduled on site at each facility during the week immediately following each AHA Regular Board meeting. These on-site meetings will be attended by the Executive Director, Director of Maintenance, and other AHA staff who have the knowledge, expertise, information, and resources necessary to immediately address and respond to any issues and create a plan of correction without delay if needed. This further allows staff to perform a walk through with the LTO presidents to get a better understanding of any issues or needs.

General Public - Anyone wishing to present during public participation must complete the required form on the AHA website and submit this completed form along with any supporting data to the AHA by 5pm on Thursday, prior to each regularly scheduled board meeting. If deemed appropriate business for the AHA, the Chair will add the presenter to the board meetings agenda which is posted publicly on the following Monday. The ED will then have time to research and be prepared to engage in the subject matter requested, if there is not enough time to prepare, the requestor shall be notified accordingly and if agreeable, added to the next meeting agenda.

No one will be allowed to present before the board without completing and submitting the required form unless the situation is urgent or emergent in nature as determined by the Chair.

Tenants – Issues as noted in the LTO Presidents section above concerning maintenance, facility or construction should be provided to the LTO President who will present these during the monthly maintenance meetings. Unless urgent or emergent, Tenants wishing to speak must follow the guidelines as noted in the general public section by completing and submitting the form requesting to address the board.

If the Tenant does not feel their issue has been adequately addressed by their LTO President, or there are privacy concerns, they should send an email directly to the applicable AHA staff member who will follow up with you personally.

Board response & Time limits:

Unless proper prior notification was made in accordance with the open meeting laws, any matter presented for consideration to the Board shall neither be commented upon by BoardMembers, nor a decision made the night of the presentation. If deemed appropriate, in order to conform with the open meeting laws, the subject matter may be added to the next board meeting whereby AHA staff, board and public would have prior notice and can be prepared to address the subject accordingly.

Speakers will be allowed a three-minute time limit to present. This may be extended at the discretion of the Chair or if requested by any board member.